UNITED
NATIONS

ST

Secretariat

ST/IC/1993/28
24 May 1993

INFORMATION CIRCULAR

To: Members of delegations and staff

From: Director, Office of General Services

Subject: FIRST DAY OF ISSUE: "UNIVERSAL DECLARATION OF HUMAN RIGHTS" STAMPS

1. On 11 June 1993, the United Nations Postal Administration (UNPA) will issue the fifth and final set of stamps in its multiyear series commemorating the Universal Declaration of Human Rights. Every year since its inception on 17 November 1989, UNPA has issued six stamps in six denominations. The stamp designs have been specially selected works of art representing each one of the Declaration's 30 Articles. Now, with the issuing of this final set, UNPA has completed one of its most important projects: reproducing the entire text of the Universal Declaration of Human Rights in postage stamp format. Continuing the format utilized in the previous years of the series, the 1993 Human Rights stamps will be released in six separate mini-sheets. The special format of these sheets alternates rows of six stamps with rows of six tabs containing the full text of the Article reflected in the art on the stamp. On each sheet, the tabs will alternate in English, French and German.

2. The stamps were printed by Joh. Enschedé en Zonen (Netherlands) by offset. They were adapted as stamps by Robert Stein, a United Nations staff member.

3. The concept and sheet design were developed by Arleigh Gaines (U.S.A.).

4. The stamps measure 33 mm x 33 mm, perforation to perforation. Perforation: 13 1/2 x 13 1/2. A total of 2,502,000 stamps and labels were printed of each of the six denominations.

5. The art work is credited to the following sources:

Article 25

Thomas Hart Benton (U.S.A.)
(1899-1975)
Shocking Corn, 1945
Collection, Minnesota
Museum of Art, St. Paul
Katharine G. Ordway
Fund Purchase

Denomination: 29 cents

Article 26

Jacob Lawrence (U.S.A.)
The Library, 1960
National Museum of
American Art
Photo: Art Resource,
New York

Denomination: 35 cents

Article 27

Pablo Picasso (Spain)
Three Musicians, 1921
Oil on canvas, 80" x 74"
A. E. Gallatin Collection
Philadelphia Museum of Art
(c) 1992 ARS,
N.Y./SPADEN, Paris

Denomination: F.s. 0,50

/...

Article 28

René Magritte (Belgium)
Voice of Space, 1931
Peggy Guggenheim Collection, Venice
(The Solomon R. Guggenheim Foundation)
Photo: Myles Aronowitz

Denomination: F.s. 0,90

Article 29

Ferdinand G. Waldmüller (Austria)
Lower Austrian Peasants' Wedding, 1843
Schloss Belvedere, Vienna

Denomination: S 5

Article 30

Sally Morgan (Australia)
Outback
Courtesy Jan Weiss Gallery

Denomination: S 6

(United States equivalents - F.s. 0,50: 39 cents; F.s. 0,90: 69 cents; S 5: 50 cents; S 6: 59 cents - subject to exchange rate fluctuation.)

6. The stamps will be available in selling units of SINGLES and FULL SHEETS ONLY. Please note that a SINGLE unit will consist of a block of six images, i.e. three stamps with three labels on which the Article is printed in English, French and German.

7. For the convenience of collectors, UNPA at Headquarters will provide prepared New York, Geneva and Vienna cancelled first-day covers on the UNPA official first-day cachets ONLY. First-day covers will be available as M.I. Block of 6 (three stamps and three labels with marginal inscription) and combination (one of each stamp in one currency with attached label in either English, French or German and sold in sets of the three languages).

8. The 1993 Human Rights annual collection folders will also go on sale on 11 June:

(a) The fifth and final multi-denominational folder containing the six 1993 mint stamps and Articles in the Human Rights Series;

(b) A special triple-cancelled Human Rights annual collection folder with the stamps in all three denominations affixed and appropriately cancelled in New York, Geneva and Vienna.

9. For the convenience of members of delegations and the staff, the new stamps, folders and first-day cancellation will be available on Friday, 11 June, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m. Note: the entire Human Rights Series (all 30 Articles) will be available at this location. The 1988 Fortieth Anniversary of the Universal Declaration of Human Rights stamps and souvenir sheets will also be on sale. The stamps illustrate the Human Rights flame and the souvenir sheet contains the full text of the Preamble;

(b) The counter at the north end of the Secretariat lobby: 9 a.m. to 4 p.m. (1993 issue only).

10. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

UNITED
NATIONS

ST

Secretariat

ST/IC/1993/29
25 May 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 GENERAL SERVICE PROMOTION REGISTER
G-7 LEVEL

1. The Secretary-General, having considered the recommendations of Working Group I of the Appointment and Promotion Panel, has approved the following promotion register for staff members at the G-6 level of the General Service category for promotion to the G-7 level:

To G-7

Ms. Lyssa DAY
Ms. Nicole ESNAULT
Ms. Teresa LATRIQUE
Mr. Ruben MADURO
Ms. Gitika NOYES
Ms. Jennifer ROEHL
Mr. Henry SADOF
Ms. Jennifer THOMAS

2. Promotion from the register will be authorized by the Director of Personnel in the context of staffing table resources and departmental wishes. The earliest date of promotion from this register will be 1 July 1992. The latest date will be 30 June 1993 bearing in mind that the register year runs from 1 July 1992 to 30 June 1993.

3. Owing to the restructuring of Field Operations Division and the Department of Economic and Social Development, an addendum to the present promotion register will be issued at a later date for those offices.

Recourse procedure

4. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by

the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established.

5. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters in 12 copies must be submitted WITHIN ONE MONTH of the publication date of the present circular and should be addressed to the Chairperson of Working Group I, Appointment and Promotion Panel, through the Secretary of the Panel, room S-2560B.

6. Any additional information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. If a vacancy has arisen that could have been projected at the time of the promotion review or on which information was not provided to the appointment and promotion bodies, these bodies may take that into account when reviewing recourses. The same holds true in cases where the reviewing body would have recommended the inclusion of a staff member's name on the register had it not been for the unavailability of a post and a suitable post unexpectedly becomes vacant within the organizational unit concerned prior to completion of the promotion exercise.

7. The attention of staff members is drawn to the fact that recourse is a matter strictly between the staff member and the particular reviewing body. Therefore, only material submitted by a staff member in his or her name and on his or her behalf will be considered. Staff members are also advised that letters of recourse will be included in their official status files.

8. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General on the basis of the recourse letters submitted to them.

UNITED NATIONS

ST

Secretariat

ST/IC/1993/30
2 June 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: MEMBERSHIP OF THE JOINT ADVISORY COMMITTEE AT HEADQUARTERS*

1. The Joint Advisory Committee at Headquarters consists of four members representing the Administration (the Under-Secretary-General for Administration and Management, the Director of Personnel, the Director of Staff Administration and Training and the Director of Recruitment and Placement) and four members of the Staff Committee, in order of rank, representing the staff. The present circular is distributed to reflect recent changes in the Administration at Headquarters:

Administration representatives	Staff representatives
Mrs. Melissa Wells	Mr. Frederic Siegenthaler
Ms. Christine Dodson	Mr. Clarence Clarke
Ms. Momoyo Ise	Ms. Rosemarie Waters
Mr. Maxime Tortel	Mr. Franco Ercolini

2. Mr. David J. Deferrari is Secretary of the Joint Advisory Committee.

3. This information circular supersedes ST/IC/1992/57.

---

* Personnel Manual index No. 8080.

93-31429 (E) 140693

140693

UNITED NATIONS

ST

Secretariat

ST/IC/1993/30*
17 June 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: MEMBERSHIP OF THE JOINT ADVISORY COMMITTEE AT HEADQUARTERS**

1. The Joint Advisory Committee (JAC) at Headquarters consists of four members representing the Administration (the Under-Secretary-General for Administration and Management, the Director of Personnel, the Director of Staff Administration and Training and the Director of Recruitment and Placement) and four members of the Staff Committee, in order of rank, representing the staff. The present circular is distributed to reflect recent changes in the Administration at Headquarters:

Administration representatives	Staff representatives
Mrs. Melissa Wells	Mr. Frederic Siegenthaler
Ms. Christine Dodson	Mr. Clarence Clarke
Ms. Momoyo Ise	Ms. Rosemarie Waters
Mr. Maxime Tortel	Mr. Franco Ercolini

2. Ms. Kumiko Chaki-Kawamura is Secretary of JAC.

3. The present circular supersedes circular ST/IC/1992/57.

---

* Reissued for technical reasons.

** Personnel Manual index No. 8080.

93-35653 (E) 170693 200693

UNITED
NATIONS

ST

Secretariat

ST/IC/1993/31
4 June 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters
Members of permanent missions to the United Nations

From: The Director of Personnel

Subject: LANGUAGE AND COMMUNICATION SKILLS TRAINING - ACADEMIC YEAR 1993/94

1. Language training courses in Arabic, Chinese, English, French, Russian and Spanish are organized in order to promote linguistic balance within the Secretariat and to improve the language capabilities of its staff as mandated by General Assembly resolutions 2480 B (XXIII) of 21 December 1968 and 43/224 D of 21 December 1988. The purpose of these courses is to provide staff members with the opportunity to achieve proficiency in other official languages, bearing in mind their needs and their office hours. The United Nations language proficiency examination is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the last level of a language course and by staff members who have achieved proficiency from outside sources.

I. ELIGIBILITY

2. (a) All staff members who have appointments for at least six months beyond the deadline of the registration period for the term in question may register for language courses. Priority for admission is given to staff members; members of permanent missions to the United Nations will be admitted as space permits. Applications from other categories of non-staff members (consultants, staff of non-governmental organizations, press correspondents accredited to the United Nations and staff of other organizations of the common system) will be considered in the light of available resources (see para. 8 below for information on fees);

(b) Consular staff, spouses and children are not admitted to United Nations language courses. However, the Hospitality Committee for United Nations delegations offers courses for spouses of staff members, for spouses of members of missions and for consular staff. Further information about these courses may be obtained from Mr. Frank Werth, Hospitality Committee English School, General Assembly Building, room 101, tel. (212) 755-1685.

II. COURSE CALENDAR

3. The 1993/94 course calendar is as follows:

(a) September 1993 term

Language classes: 13 September-3 December 1993
End-of-term examinations: 6-10 December 1993

(b) January 1994 term

Language classes: 3 January-25 March 1994
End-of-term examinations: 28 March-1 April 1994

(c) April 1994 term

Language classes: 18 April-8 July 1994
End-of-term examinations: 11-15 July 1994

III. REGISTRATION

Registration schedule

4. The registration schedule for language and communications courses is as follows:

(a) Registration for September 1993 term

1-11 June 1993
30 August-3 September 1993

(b) Registration for January 1994 term

1-12 November 1993

(c) Registration for April 1994 term

28 February-11 March 1994

Procedure

5. (a) New participants may register for a language course by filling out a registration form, which may be obtained from the Language Training Programme, room S-606, during the established registration period between 1 and 3 p.m. and returning it to the same room before the published deadline. Those who have some prior knowledge of the language they wish to study must make an appointment for a placement test when they register;

(b) Once registered in a language course, participants will be given an opportunity in class before the end-of-term examination to renew their registration for regular courses in subsequent terms. Participants who fail to reregister at that time will be dropped from the programme unless they have

submitted a written explanation of their special circumstances to the appropriate language coordinator;

(c) All those who wish to participate in conversation classes or other special courses, such as the advanced reading workshops, the guided self-study workshops or the pronunciation workshops, must fill out the appropriate registration form, which may be obtained in room S-606 during the registration period;

(d) Returning participants who have been absent from a course of study for two terms or more will be required to take a placement test in order to re-enrol in the programme.

Language of study

6. Prospective participants should exercise particular care in choosing the language in which they wish to take either a regular or an accelerated course, for they may register for only one such course each term and may not interrupt a course of study in one language in order to begin studying another without the authorization of the Training Service. Students in the programme must write to the Training Officer in charge of Language Training to request such a change.

Notification of enrolment

7. Staff members and other participants whose registration is current or who have registered within the established registration period should check the class lists, which will be posted on the sixth floor of the Secretariat building in the SA-B classroom area and on the second floor of UNDC-2 building during the week before the beginning of each term.

Tuition fees

8. (a) Members of the United Nations Secretariat and staff of other organizations of the common system are admitted to regular and accelerated language courses free of charge. Tuition fees of $350 per term for each regular or accelerated course are payable by non-staff members as referred to in paragraph 2 (a) above. In accordance with section XVII of General Assembly resolution 36/235 of 18 December 1981, accredited (diplomatic) staff of permanent missions at Headquarters may enrol free of charge in regular and accelerated language courses during the established registration periods. All other staff of permanent missions (administrative, technical and service) will be charged the standard fee of $350. No tuition fees will be refunded after the second week of classes;

(b) Tuition fees of $100 per term for all one-hour per week special language courses, such as reading workshops in Russian, Chinese and Arabic, and $200 for two-hour per week courses, such as conversation, the English and Arabic pronunciation workshops, etc., are payable by non-staff members as referred to in paragraph 2 (a) above;

(c) Staff of the United Nations Secretariat and staff of other organizations of the common system who repeat a regular or accelerated course at any level will be charged a repeater fee of $100; however, the repeater fee will not be chargeable if they need to repeat a course as a result of absences of

three weeks or more attributable either to certified sick leave or to a mission assignment of which they were unaware at the time they enrolled in the course. Participants who have been assigned to mission service must provide written notification from their executive/administrative officer or, in the case of mission personnel, their supervisor, giving particulars of the dates and duration of the assignment.

IV. DESCRIPTION OF LANGUAGE AND COMMUNICATION SKILLS TRAINING

9. Four types of language training courses are offered each term: regular, accelerated, conversation and specialized workshops. In addition, the Training Service also designs and conducts communication skills courses for job-related purposes and special language training courses to meet specific language needs at the request of departments.

Regular courses

10. (a) Depending on the level, regular courses meet for one-hour periods, three or four times a week, with the lower levels receiving extra laboratory work each week, starting in the second week of the term;

(b) Classes are offered at the following times:

Before work: 8.30 a.m.

Lunch hour: 12 p.m.
1 p.m.
2 p.m.

After work: 5.45 p.m. (6.15 p.m. during the General Assembly session)

It should be noted that not all levels of a given language are offered at each of these times. Draft schedules, posted in room S-606, should be consulted at the time of registration. Every effort will be made to place registrants according to the time preferences they indicate; however, because the number of places in lunch-hour courses is limited, there is no guarantee that registrants will be given the time they have chosen.

Accelerated courses

11. Accelerated courses are offered as an intensive alternative to the regular programme. Classes meet five days a week from 9.15 to 10.15 a.m. Written authorization is required for staff members wishing to take such courses. This authorization must be renewed each time the staff member reregisters for an accelerated course.

Conversation courses

12. Conversation courses are provided for staff members who have passed the language proficiency examination or who have a sufficiently advanced knowledge of the language. Those enrolled in the upper four levels of a language programme are also eligible to participate. The purpose of these courses is to

develop oral expression and to supplement the instruction provided in the other courses. Conversation classes meet two hours a week.

Language workshops

13. Specialized language workshops in different language skill areas are offered; advanced reading workshops, pronunciation skills workshops and guided self-study workshops are available. These workshops allow participants to focus on and improve their abilities in specific skill areas. At the time of registration, participants may check which workshops are available in the language they wish to study.

V. COMMUNICATION SKILLS TRAINING

14. To address the needs of the Organization for staff members to develop their communications skills for job-related purposes, training courses have been developed as part of the management training plan outlined in the report of the Secretary-General on the training programme in the Secretariat (A/C.5/47/9). In the autumn of 1993, a negotiation skills course in French will be piloted and in early 1994 other communication courses will be offered.

15. The writing training component of communications skills training addresses the need to improve the drafting skills of staff members whose functions require them to draft in a working language of the Organization. The writing workshops and eligibility requirements are described below. Writing workshops generally meet from 3 to 5 p.m. one day a week.

Expository writing

16. Expository writing workshops are open to staff members who wish to improve their basic writing skills and who have passed the language proficiency examination in English or who are native English speakers. The workshop emphasizes paragraph development, clear topic sentences, cohesion and unity. Staff members must apply during the registration period, obtain written authorization from their supervisors and take a placement examination.

Drafting letters and memoranda

17. Drafting letters and memoranda writing workshops in English and French, the working languages of the Secretariat at Headquarters, are available to those staff members whose function requires them to draft letters and memoranda and who have passed the language proficiency examination or are native speakers of the language. The goal of these courses is to develop the participants' abilities to write clearly, concisely and correctly, using the style appropriate to United Nations letters and memoranda. Staff members wishing to take such courses must have written authorization and take a placement examination.

Principles of report-writing workshop in English

18. The principles of report-writing workshop covers the format and style recommended for writing reports for the Organization. Emphasis is placed on writing action-oriented reports that present essential information as briefly and clearly as possible. This workshop is open to those whose function requires

them to draft reports in English. Applicants must submit a report they have recently written along with their application.

VI. ADDITIONAL INFORMATION

Language laboratory

19. The Training Service operates a language laboratory (UNDC-2, room 203), consisting of a teaching laboratory and a laboratory for individual study. The hours during which the language laboratory is open are posted on the bulletin board on the second floor of the UNDC-2 building at the beginning of each term.

Lunch-hour attendance of language courses

20. Staff members attending classes during their lunch hour are allowed 20 minutes for a quick meal before resuming their work.

Absenteeism

21. Participants who fail to attend class during the first week of the term will automatically be dropped from the class list, and their places may be allotted to persons on the waiting list. Absences from class should be explained in writing to the appropriate language coordinator.

Course materials

22. Participants will be informed on the first day of class of the materials that will be used during the course. It should be noted that course materials produced by the Training Service are intended for use exclusively by participants in the language courses offered by that Service.

End-of-term examinations

23. (a) Examination schedules are posted during the last month of classes. Examinations are an integral part of the teaching programme, and it is mandatory to take them. Participants who do not sit for the end-of-term examination will be dropped from the programme unless they have submitted adequate written explanation to the appropriate coordinator in advance of their absence;

(b) Examinations are given after the last week of classes for regular and accelerated courses to determine whether a participant will pass to a higher level or repeat the course. The examinations consist of written and oral components, both of which must be passed to enable a participant to go on to the next level. Participants who fail a course may arrange to have a general discussion of the results of their examination by making an appointment with the appropriate language coordinator one week after the beginning of a term;

(c) Participants who are prevented by compelling circumstances from taking the examination as scheduled and who wish to request a make-up examination must write a memorandum to the coordinator of the language they are studying. Those who are authorized will be notified of the exact date of the make-up examination.

Language proficiency examination

24. The language proficiency examination is given twice in every calendar year. This examination is the official test of a staff member's knowledge of a language. The examination is open to all students who have completed the last level of a United Nations language course and to staff members who have achieved proficiency from outside sources. Application to take this examination must be made separately. Further details are given in information circular ST/IC/1992/72. There are no make-up examinations for the language proficiency examination.

Cancellation of registration

25. Students who believe that they will be unable to complete the course in which they are enrolled and wish to withdraw must do so by completing the change-of-registration form in room S-606 within the first two weeks of the term. If these students wish to reregister for the same course in a subsequent term, they must come in person to room S-606 during the announced registration period to complete the necessary registration forms. Those who cancel their registration after this two-week period will be considered repeaters if they reregister for the same course. Therefore, staff members and other non-paying participants will be charged a $100 fee to repeat a course.

VII. INQUIRIES

26. The information desk in the Secretariat building, room S-606 is open from 1 to 3 p.m. on weekdays for inquiries.

27. Telephone numbers to call for information:

General information and message machine: 963-7021

Language laboratory: 963-2482

Language proficiency examinations: 963-9503 or 963-7021

Pedagogical inquiries and appointments with coordinators:

Arabic: 963-9506
Chinese: 963-2481
English: 963-7027
French: 963-7019 and 963-5153
Russian: 963-7063
Spanish: 963-7026
Information desk: 963-7056
Teachers' room 1B-24: 963-5155
Teachers' room DC-2-201: 963-2480

Staff members who wish to consult a coordinator should telephone in advance for an appointment.

UNITED
NATIONS

ST

Secretariat

ST/IC/1993/32
11 June 1993

INFORMATION CIRCULAR

To: Members of the staff

From: Director of Personnel

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR THE VICTIMS OF THE SNOW STORM IN MONGOLIA

1. A heavy snow storm hit three western provinces of Mongolia during the last weeks in April 1993, the worst natural disaster to afflict the country in many years. The snowfall reached 60 to 156 centimetres in the Bayanhongor, Govi Altai and Zavhan provinces, an area of more than 150,000 square kilometres inhabited by 100,000 people. Several other provinces were also affected. According to government estimates, at least 60 people died and hundreds of households cannot be reached. Approximately 1 million head of livestock have been lost and the number is rising. Information from remote areas is not fully available as some locations are still inaccessible.

2. With the approval of the Secretary-General and the support of the Staff Committee, a United Nations Staff Relief Committee for the Victims of the Snow Storm in Mongolia has been set up to conduct a United Nations-wide appeal for funds to assist the victims of the disaster. The Committee members are Mrs. Sarangerel Erdembileg, Chairman, Mr. Enkhsaikhan Sainjargal, Treasurer, and Ms. Melanie De Leon, Secretary.

3. Contributions in cash will be collected by authorized staff members on behalf of the Committee, beginning on 16 June 1993. Cheque and cash donations may be forwarded through the Treasurer of the Committee, Mr. Enkhsaikhan Sainjargal, 2 United Nations Plaza, room DC2-1626, New York, N.Y. 10017 (telephone No. 963-4561).

93-34262 (E) 110693

130693

UNITED
NATIONS

ST

Secretariat

ST/IC/1993/33
14 June 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: APPOINTMENTS, PROMOTIONS AND OTHER STAFF CHANGES

1. The present information circular contains a listing of the appointments, promotions and other changes concerning staff in the Professional category and above that were reported to the Planning and Information Section, Office of Human Resources Management, during the period 1 January to 31 March 1993. Other staff changes that have taken place during this period will be shown in future issues of this circular.

2. The present circular contains two separate listings of promotions, transfers and reassignments: one for staff changes initiated under the vacancy management and staff redeployment system and one for staff changes taking place under other procedures in force. The format of future circulars will be adjusted as appropriate in the light of administrative instruction ST/AI/373 of 23 December 1991 on placement and promotion and related issuances.

3. Any necessary corrections to the information contained in the present circular should be indicated in the space provided below with appropriate comments and returned to the Planning and Information Section, room S-2465, THROUGH THE EXECUTIVE OR ADMINISTRATIVE OFFICER of the department or office concerned.

/...

Information in question :

Page :	**Name :**

Correction (where applicable) :

Name : (Mr.) (Mrs.) (Miss) (Ms)		
Functional Title :		
Nationality :		**Department :**
Grade :	**Effective Date :**	

Comments : _____

_____

_____

_____

_____

Executive/Administrative Officer

PERSONNEL MOVEMENTS

(January - March 1993)

1. Appointments

Name	*Functional Title*	*Nationality*	*Grade*	*Office*
Bakjaji, Sabeh Eddin Shukri / Mr.	Executive Secretary	Syrian Arab Rp	USG	ESCWA
Dowdeswell, Elizabeth / Ms.	Executive Director	Canada	USG	UNEP
Gharekhan, Chinmaya R. / Mr.	Special Adviser	India	USG	EOSG
Millleron, Jean Claude / Mr.	Under-Secretary-General	France	USG	DESIPA
Fall, Ibrahima Doc / Mr.	Assistant Secretary-General	Senegal	ASG	HR
Mongella, Gertrude I. / Mrs.	Assistant Secretary-General	U Rep Tanzania	ASG	DPCSD
Stephen, John David / Mr.	Speechwriter	United Kingdom	D-1	EOSG
Clark, David Lance / Mr.	Senior Disaster Relief Coordination Officer	U S A	P-5	DHA
Harleman, Christian / Mr.	Senior Adviser	Sweden	P-5	DPKO
Landmesser, Leora / Miss	Senior Investment Officer	U S A	P-5	PFIMS
Rast, Walter / Mr.	Senior Programme Officer	U S A	P-5	UNEP
Salama, Amin H. / Mr.	Medical Officer	Egypt	P-5	ECA
Bizri, Omar Al-Farouk / Mr.	Economic Affairs Officer	Syrian Arab Rp	P-4	ESCWA
Eliany, Marc Maxine / Mr.	Drug Control Officer	Canada	P-4	UNOV
Narula, Sudershan / Mrs.	Medical Officer	India	P-4	AMOHRM
Onuki, Usao / Mr.	Economic Affairs Officer	Japan	P-4	UNCTAD
Van Wees, Hubertus / Mr.	Scientific Affairs Officer	Netherlands	P-4	ESCAP
Jaibert, Anne Marie / Mrs.	Interpreter	France	P-3	UNOG
Lin, Weicheng / Mr.	Translator	China	P-3	AMOCS
Loddo, Marisa / Miss	Recruitment Officer	Italy	P-3	AMOHRM
Louwagie, Bart / Mr.	Systems Officer	Belgium	P-3	UNOG
Moggio-Ortiz, Evelyn / Mrs.	Interpreter	France	P-3	AMOCS
Aguirre, Norma / Mrs.	Recruitment and Placement Officer	Nicaragua	P-2	AMOHRM
Alfieri, Alessandra / Miss	Statistician	Italy	P-2	DESD
Angelone, Carmina / Miss	Examination Officer	Italy	P-2	AMOHRM
Coy, Juan Jose / Mr.	Translator	Spain	P-2	AMOCS
Fischer, Gisela Cornelia / Mrs.	Chief of Service	Germany	P-2	UNOV
Hahn, Nahum / Mr.	Verbatim Reporter	Argentina	P-2	AMOCS
Haiken, Alexander / Mr.	Computer Operations Officer	U S A	P-2	AMOGS
Isler, Gerardo Victor / Mr.	Translator	Argentina	P-2	AMOCS
Leone, Gaetano / Mr.	Human Settlements Officer	Italy	P-2	UNEP
Linch, Alejandro / Mr.	Programmer Analyst	Argentina	P-2	UNOG
Mayo, Robert William / Mr.	Officer	New Zealand	P-2	DESD
Muglone, Fiorina / Mrs.	Economic Affairs Officer	Italy	P-2	DESD
Pfleiderer, Tilmann / Mr.	Auditor	Germany	P-2	AMIAD
Vacchina, Paolo / Mr.	Programmer-Analyst	Italy	P-2	DPA

2. Promotions

Name	*Functional Title*	*Nationality*	*Grade*	*Office*
Annan, Kofi / Mr.	Under-Secretary-General	Ghana	USG	DPKO
Desai, Nitin / Mr.	Under-Secretary-General	India	USG	DPCSD
Negga, Blandina F. / Mrs.	Principal Officer	Antigua/Bbuda	D-1	UNPROF
Ravalico, Umberto V. / Mr.	Deputy Chief	Italy	P-5	AMOGS
Browner, Jesse T. / Mr.	Verbatim Reporter	U S A	P-3	AMOCS
Choborov, Alexandre / Mr.	Translator	Russian Fed	P-3	UNOG

PERSONNEL MOVEMENTS

(January - March 1993)

2. Promotions *(Continued)*

Name	Functional Title	Nationality	Grade	Office
Doudenkov, Igor / Mr.	Translator	Russian Fed	P-3	UNOG
Kasyanov, Kirill / Mr.	Interpreter	Russian Fed	P-3	AMOCS
Levine, Ethel / Mrs.	Editor	U S A	P-3	UNOG
Riabouchkine, Dmitri / Mr.	Translator	Russian Fed	P-3	UNOG
Bazzi, Hiam / Miss	Proofreader	Lebanon	P-2	AMOCS
Diaz, Jose Luis / Mr.	Press Officer	Dominican Rep	P-2	UNOG
Issa, Adnan / Mr.	Recruitment and Placement Officer	Djibouti	P-2	AMOHRM
Khanna, Rohit / Mr.	Programme Officer	India	P-2	UNEP

3. Transfers

Name	Functional Title	Nationality	Grade	From	To
Desai, Nitin / Mr.	Under-Secretary-General	India	USG	UNCED	DPCSD
Perfiliev, Vadim Pavlovich / Mr.	Director	Russian Fed	D-2	OPGS	MISSION
Mehu, Pierre / Mr.	Principal Officer	Haiti	D-1	UNOG	DPI
Arnold, Timothy W. / Mr.	Senior Research Officer	United Kingdom	P-5	ECE	JIU
Da Costa, Luiz Carlos / Mr.	Chief of Section	Brazil	P-5	AMOHRM	AMOGS
Del Castillo, Graciana / Mrs.	Senior Officer	Uruguay	P-5	DIEC	EOSG
Goss, Roger A. E. / Mr.	Deputy Executive Officer	United Kingdom	P-5	AMOHRM	DPI
Nguyen, Dong-Huu / Mr.	Senior Political Affairs Officer	Viet Nam	P-5	PSCA	MISSION
Baradi, Mauro / Mr.	Assistant to Chief of Service	Philippines	P-4	AM	AMOGS
Benito, Jorge / Mr.	Budget Officer	Spain	P-4	AMOHRM	UNOG
Brookes, Andrew Oliver / Mr.	Interpreter	United Kingdom	P-4	AMOCS	UNOV
Derek, Elizabeth M. / Miss	Personnel Officer	United Kingdom	P-4	AMOHRM	UNOV
Donini, Antonio / Mr.	First Officer	Italy	P-4	JIU	EOSG
Gonzalez, Martin / Mr.	Interpreter	Argentina	P-4	UNOV	UNOG
Lasiuk, Ken / Mr.	Administrative Officer	Canada	P-4	AMOPPBF	OLA
Apiado, Rebecca U. / Ms.	Auditor	Philippines	P-3	AM	UNOG
Dahoui, Christian / Mr.	Recruitment and Placement Officer	Brazil	P-3	AMOPPBF	AMOHRM
Miraglia, Doretta / Ms.	Administrative Officer	U S A	P-3	AMOGS	DPKO
Burke, Terence F. / Mr.	Administrative Officer	Ireland	P-2	AMOGS	AMOHRM
Fischer, Cornelia B. / Mrs.	Transnational Corporatns Affairs Officer	Germany	P-2	ESCAP	DESD
Seshadri, Tirukodikaval / Mr.	Budget Officer	India	P-2	UNOV	UNOG
Suzuki, Rie / Miss	Examination Officer	Japan	P-2	TCD	AMOHRM

4. Under the Vacancy Management and Staff Redeployment System

a. Promotions

Name	Functional Title	Nationality	Grade	Office
Bagayoko, Mamadou / Mr.	Chief of Section	Mali	P-5	ECA
Diallo, Hawa Binta / Ms.	Senior Economic Affairs Officer	Senegal	P-5	DESD
Diouf, Mbaye / Mr.	Senior Economic Affairs Officer	Senegal	P-5	ECA
Sattar, Mohammad Kasem / Mr.	Senior Political Affairs Officer	Afghanistan	P-5	DPA
Williams Silveira, Mary Pat / Ms.	Senior Scientific Affairs Officer	U S A	P-5	DESD
Willumsen, Ana M. Mrs.	Senior Translator	Chile	P-5	AMOCS
Harris, Elizabeth Ms.	Interpreter	United Kingdom	P-4	UNOG

PERSONNEL MOVEMENTS

(January - March 1993)

4. Under the Vacancy Management and Staff Redeployment System
a. Promotions *(Continued)*

Name	*Functional Title*	*Nationality*	*Grade*	*Office*
Libre, Purisimo P. Jr / Mr.	Finance Officer	Philippines	P-4	AMOPPBF
Maki, Kyoko / Miss	Cashier	Japan	P-4	AMOPPBF
Pohjola, Jorma Kalervo / Mr.	Statistician	Finland	P-4	ECE
Raadi-Azarakhchi, Soussan / Ms.	Human Rights Officer	Iran Islam Rep	P-4	HR
Uno, Kimiko / Miss	Transnational Corporatns Affairs Officer	Japan	P-4	ECA
Erdembileg, Sarangerel / Mrs.	Economic Affairs Officer	Mongolia	P-3	DESD

4. Under the Vacancy Management and Staff Redeployment System
b. Reassignments (within the same office)

Name	*Functional Title*	*Nationality*	*Grade*	*Office*
Rivera, Rosa / Mrs.	Information Officer	Mexico	P-2	DPI

4. Under the Vacancy Management and Staff Redeployment System
c. Transfers (between different offices)

Name	*Functional Title*	*Nationality*	*Grade*	*From*	*To*
Islam, Azizul A. B. M. M. A. / Mr.	Chief of Division	Bangladesh	P-5	DESD	ESCAP
Dalf, Fathi / Mr.	Librarian	U S A	P-4	AMOCS	ECA

5. Return from Mission/Field Assignment

Name	*Functional Title*	*Nationality*	*Grade*	*Office*
Froehler, Peter Heinrich Walter / M	Programmer	Germany	P-4	UNCTAD
Baylocq, Jean-Francois / Mr.	Programmer-Analyst	France	P-2	UNCTAD

6. Return from Secondment

Name	*Functional Title*	*Nationality*	*Grade*	*Office*
Gastaut, Therese / Mrs.	Director	France	D-1	UNOG

7. Retirements

Name	*Functional Title*	*Nationality*	*Grade*	*Office*	*Effective*
Ramachandran, Arcot / Mr.	Executive Director	India	USG	UNCHS	28 Feb 93
Inoue, Shunichi / Mr.	Director	Japan	D-2	DESD	31 Jan 93
Jopling, Jane / Ms.	Director	United Kingdom	D-2	EOSG	31 Dec 92
Pant, Pushkar / Mr.	Director	Nepal	D-2	UNCTAD	31 Mar 93
Francois, Theodore Noel / Mr.	Chief of Section	Trinidad & Tob	D-1	UNOG	15 Mar 93
Shrestha, Trailokya Man / Mr.	Chief of Branch	Nepal	D-1	DESD	28 Feb 93
Andemicael, Iassu / Mr.	Deputy Chief of Branch	Ethiopia	P-5	DESD	28 Feb 93
Anderson-Bieler, Ngaire / Mrs.	Senior Political Affairs Officer	New Zealand	P-5	DPA	31 Jan 93
Cherif, Salah / Mr.	Director, Information Centre	Tunisia	P-5	UNIC	31 Jan 93
Ezenkwele, Andrew C. / Mr.	Chief of Unit	Nigeria	P-5	DESD	31 Dec 92

PERSONNEL MOVEMENTS

(January - March 1993)

7. Retirements *(Continued)*

Name	Functional Title	Nationality	Grade	Office	Effective
Hamilton, Ian / Mr.	Chief of Section	United Kingdom	P-5	UNOG	31 Mar 93
Kerpelman, Howard Charles / Mr.	Senior Disaster Relief Coordination Officer	U S A	P-5	DHA	31 Dec 92
Korn, Adolfo / Mr.	Senior Economic Affairs Officer	U S A	P-5	DESD	31 Jan 93
Mogoutine, Victor / Mr.	Senior Economic Affairs Officer	Russian Fed	P-5	UNCTAD	31 Mar 93
Ralph, Jan C. / Mr.	Chief of Section	Australia	P-5	DPI	31 Jan 93
Rama, German / Mr.	Chief of Office	Uruguay	P-5	ECLAC	28 Feb 93
Tchen, Joen-Kouei / Mr.	Senior Reviser	China	P-5	AMOCS	31 Dec 92
Upadhyay, Shatrughna P. / Mr.	Senior Economic Affairs Officer	Nepal	P-5	ESCAP	28 Feb 93
Atkins, Janina / Mrs.	Libranan	U S A	P-4	DPI	31 Jan 93
Convers, Rosa / Mrs.	Administrative Officer	Argentina	P-4	AMOCS	31 Dec 92
Keszthelyi, Tibor / Mr.	Information Officer	Hungary	P-4	DPI	31 Dec 92
Lao, Chia-Hwa / Mr.	Statistician	China	P-4	DESD	31 Dec 92
Perero, Luisa G. / Ms.	Recruitment and Placement Officer	Uruguay	P-4	AMOHRM	28 Feb 93
Sisowath, Phandaravong / Mr.	Economic Affairs Officer	Cambodia	P-4	ESCAP	28 Nov 92
Heredia, Isabel / Ms.	Editor	U S A	P-3	AMOCS	31 Dec 92
Nyakana, Eliab K. / Mr.	Cartographer	Uganda	P-3	ECA	31 Dec 92
Vanyi, Jacqueline / Mrs.	Liaison Officer	Venezuela	P-3	EOSG	31 Jan 93

8. Other Separations

Name	Functional Title	Nationality	Grade	Office	Effective
Abdel Jaber, Tayseer M. / Mr.	Executive Secretary	Jordan	USG	ESCWA	31 Jan 93
Blanca, Antoine / Mr.	Director-General	France	USG	UNOG	28 Feb 93
Thornburgh, Dick / Mr.	Under-Secretary-General	U S A	USG	AM	28 Feb 93
Tolba, Mostafa Kamal / Mr.	Executive Director	Egypt	USG	UNEP	31 Dec 92
Wyzner, Eugeniusz / Mr.	Under-Secretary-General	Poland	USG	DPI	28 Feb 93
Foran, John Richard / Mr.	Assistant Secretary-General	Canada	ASG	AMOGS	31 Jan 93
Leclere, Georges / Mr.	Director	France	D-2	DPI	18 Jan 93
Wamalwa, William N. / Mr.	Special Adviser	Kenya	D-1	ECA	31 Jan 93
Al-Atraqchi, Ghanim M. / Mr.	Director, Information Centre	Iraq	P-5	UNIC	31 Dec 92
Chenier, Josephine R. / Mrs.	Deputy Executive Officer	Australia	P-5	DPI	31 Jan 93
Hautojarvi, Soili Sirkka / Mrs.	Chief of Section	Finland	P-5	ECE	27 Jan 93
Macrae, David / Mr.	Senior Interpreter	United Kingdom	P-5	AMOCS	02 Feb 93
Uno, Hisashi / Mr.	Senior Information Officer	Japan	P-5	DPI	10 Feb 93
Vezel, Mikhail / Mr.	Senior Human Rights Officer	Russian Fed	P-5	HR	28 Feb 93
Zaman, Mohamed A. / Mr.	Chief of Section	Bangladesh	P-5	ECA	31 Dec 92
Kalaboukhov, Stanislav N. / Mr.	Liaison Officer	Russian Fed	P-4	DPA	02 Mar 93
Lesterhuis, Klaas H. / Mr.	Economic Affairs Officer	Netherlands	P-4	ESCAP	21 Jan 93
Mataitini, Nauludole V. / Mr.	First Officer	Fiji	P-4	SPA	05 Jan 93
Sanz-Guerrero, Rolando / Mr.	Economic Affairs Officer	Bolivia	P-4	ECLAC	03 Jan 93
Tang, Bernard K. Y. / Mr.	Economic Affairs Officer	United Kingdom	P-4	ESCAP	20 Feb 93
Youssi-Clauss, Helene / Ms.	Translator	Tunisia	P-4	AMOCS	15 Feb 93
Zarka, Albert / Mr.	Translator	France	P-4	AMOCS	31 Dec 92
Abramov, Evgueni / Mr.	Translator	Russian Fed	P-3	UNOG	07 Feb 93
Buki, Max / Mr.	Administrative Officer	U S A	P-3	AMOGS	31 Dec 92
Cowan, Paul Edward / Mr.	Translator	Canada	P-3	AMOCS	30 Mar 93

PERSONNEL MOVEMENTS

(January - March 1993)

8. Other Separations *(Continued)*

Name	*Functional Title*	*Nationality*	*Grade*	*Office*	*Effective*
Devahasdin, Mignon Kay / Mrs.	Information Officer	Australia	P-3	ESCAP	31 Dec 92
Han, Jianbin / Mr.	Interpreter	China	P-3	UNOV	26 Feb 93
Martz, Dieter / Mr.	Transnational Corporatns Affairs Officer	Germany	P-3	DESD	01 Nov 92
Vorobiev, Petr / Mr.	Economic Affairs Officer	Russian Fed	P-3	UNCTAD	31 Dec 92
Voronine, Alexandre / Mr.	Translator	Russian Fed	P-3	UNOG	07 Feb 93
Werner, Laurie / Mrs.	Statistician	U S A	P-3	DESD	31 Dec 92
El-Sharkawi, El-Moetaz / Mr.	Publication Officer	Egypt	P-2	AMOCS	31 Jan 93
Elyani, Siti Walida / Mrs.	Information Officer	Indonesia	P-2	DPI	31 Dec 92
Gonda, Cyriaque / Mr.	Recruitment and Placement Officer	Cent Afr Rep	P-2	AMOHRM	18 Feb 93
Poolsuk, Sudsai / Ms.	Cartographer	Thailand	P-2	AMOCS	31 Jan 93
Taylor, Russell / Mr.	Information Officer	U S A	P-2	DPI	14 Jan 93

PERSONNEL MOVEMENTS

(January - March 1993)

9. The Director of Personnel regrets to announce the deaths of the following staff members:

Name	*Functional Title*	*Nationality*	*Grade*	*Office*	
Kokorev, Aleksandr A. / Mr.	Director	Russian Fed	D-2	AMOCS	28 Oct 35 23 Jan 93
Legoy, Claude R. / Mr.	Translator	France	P-4	ESCAP	30 Apr 41 14 Feb 93

UNITED
NATIONS

ST

Secretariat

ST/IC/1993/34
24 June 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 PRINCIPAL OFFICER (D-1) PROMOTION REGISTER

1. The Secretary-General, having considered the recommendations of the Appointment and Promotion Board, has approved the following promotion register for staff members at the Senior Officer (P-5) level for promotion to the Principal Officer (D-1) level:

ACAKPO-SATCHIVI, Mr. Joseph Vincent
AHMED, Mr. Mohammed
AL-MUGHAIRY, Ms. Lyutha Sultan
AUGER, Ms. Yolanda
BALDIE, Mr. William James
BEHNAM YESHOU, Mr. Awni
BJORNSSON, Mr. Steinar Berg
CHERAIT, Mr. Mourad
DORING, Ms. Brigitte
FLANDERS, Mr. Lowell
FOURACRE, Mr. Anthony
GIBBS, Mr. John Murray
GUEYE, Mr. Ousmane
HADDAD, Mr. George
JACK, Mr. Samba
JOVEL, Mr. Roberto
KANE, Ms. Angela
LAI, Mr. Shian-Lung
LINDENMAYER, Ms. Elisabeth
MARCHAL, Ms. Marion
MAWLAWI, Mr. Farouk
MEGZARI, Mr. Abdelaziz
NGORORANO, Mr. Anthony
NUNEZ DEL PRADO, Mr. Arturo
PAZ Y MINO, Mr. Mario
PICHE, Mr. Mario
RAHMATULLAH, Mr. Mohammed
RAMOS, Mr. Joseph
REANDA, Ms. Laura
RENNINGER, Mr. John
ROZ, Mr. Gian Piero
SAKBANI, Mr. Mahmoud
SCHIEBER, Mr. Marc
SEBTI, Mr. Mohammed
TOWFIGHI, Mr. Parviz
VAN DER GRAAF, Mr. Richard
WORTEL, Mr. Johannes

2. Promotion from the register will be authorized by the Director of Personnel to the extent possible, depending on availability of posts. The latest date of implementation will be 30 June 1993, bearing in mind that the register year runs from 1 July 1992 to 30 June 1993. For those posts which were reclassified to higher levels in the context of the programme budget for 1992-1993 (General

Assembly resolution 46/185 B, sect. II) departments/offices have been informed of the guidelines to be followed in such cases.

Recourse procedure

3. Staff members are reminded of the criteria for promotion, which include (a) performance; (b) academic training and professional qualifications and achievements; (c) linguistic proficiency; (d) supervisory abilities and leadership capabilities, as applicable; (e) guidelines and measures to improve the status of women; (f) seniority in grade and experience; and (g) record of mobility. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Board, he or she may write to the Chairperson of the Board, giving grounds for his or her belief. Such recourse letters in 16 copies must be submitted WITHIN ONE MONTH of the publication date of this circular and should be addressed to the Chairperson of the Appointment and Promotion Board through the Secretary of the Board and Committee, room S-2560.

5. Relevant information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

6. The Appointment and Promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General.

UNITED NATIONS

ST

Secretariat

ST/IC/1993/35
24 June 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 SENIOR OFFICER (P-5) PROMOTION REGISTER

1. The Secretary-General, having considered the recommendations of the Appointment and Promotion Board, has approved the following promotion register for staff members at the First Officer (P-4) level for promotion to the Senior Officer (P-5) level:

AKANDE, Mr. Sefou-Dine
AKYUZ, Mr. Yilmaz
ALVAREZ, Ms. Sandra
AMIEL, Ms. Germaine
ARDA, Mr. Mehmet Emin
AVEDON, Mr. Steven
BAUTISTA, Mr. Antonio
BELOV, Mr. Anatoli
BOBBITT, Ms. Juanita
BONELLO, Mr. Michael
BOUMECHAL, Mr. Fahri
BOURNE, Mr. Lennox Emerald
BROOKS, Mr. James
BULL, Ms. Dulcie
CABRERA, Mr. John
CELIK, Ms. Aliye Pekin
CHANG, Ms. Anna Shou-San
DA COSTA, Mr. Luiz
D'ANGELO, Mr. Massimo
DONINI, Mr. Antonio
EAST, Ms. Lois Margaret
ERIKSSON, Ms. Marie-Aimee
FIELDS, Ms. Maxine
FOSTY, Ms. Anne
FROEHLER, Mr. Peter
GABELLA, Mr. Gabriel
GADALLA, Ms. Helen
GORDON, Mr. Richard
GOULUT, Mr. Jean-Pierre
GUERASSEV, Mr. Vladislav
HADDAD, Mr. Antoine
HAZOU, Ms. Linda
HERNANDEZ-GRIFFIN, Ms. Angelina
HESSE, Mr. Dieter Martin
HOWARD, Ms. Margaret
IRO, Mr. Addo
IUTAKA, Mr. Sugiyama
KABI, Ms. Faith
KAN, Ms. Gloria
KASSEM, Ms. Fatima Sbaity
KELLY, Mr. John Joseph
KICIMAN, Ms. Sevine
KOSSAIFI, Mr. George
KOUIDRI, Mr. Cherif
KOWITCH-GALATOLA, Ms. Regine
KRAWCZYK, Ms. Miriam
LACROUX, Ms. Sylvie
LEE, Ms. Michelle

LIAO, Ms. Tuan-Li Diana
LIM, Mr. Emil
LONGUEIRA, Ms. Maria del Carmen
MAATY, Mr. El-Sayed Hassan
MAKIYAMA, Ms. Hideko
MATTHEW, Ms. Susan
MBULI, Mr. Ernest
MERTVAGO, Mr. Peter
MEZOUI, Ms. Hanifa
MOERENHOUT, Mr. Alain Christian
MORRISON, Ms. Jeannette
MOUNIKOU, Mr. Mathieu
MWANGO, Mr. Melliodt
MWANIKI, Ms. Mebo
MYINT, Mr. U
NGANGMUTA, Mr. Daniel
NIANG, Mr. Abdoulaye
NILSVANG, Mr. Kimso
NOVICHENKO, Mr. Igor
ODUNTON, Mr. Nii Allotey
OKPALA, Mr. Donatus
OUEDRAOGO, Mr. Halidou
OVERGAARD, Mr. Jens
PAL, Mr. Mati Lal
PHANACHET, Mr. Umphon
PONNIAH, Ms. Wiwala
RUFFING, Ms. Lorraine
SABATER, Ms. Luisa
SCHMELZER, Ms. Marta Rosa
SHAW, Ms. Christine
SHURAYDI, Mr. Hasan
SIDDIQ, Mr. Abdul
SMOLIK, Mr. Joseph Edward
SOLER-ARTEKONA, Mr. G. Francisco
STILLMAN, Mr. David
SUDRA, Mr. Tomasz
SUN, Ms. Dora Yuh-Hwa
TANG, Ms. Ying-Ying
TEITELBAUM, Ms. Mirta
TRAN-NGUYEN, Ms. Anh Nga
TRAUT, Mr. Robert Earl
VANEK, Ms. Joann
VON GRAEVENITZ, Mr. Dietrich
WARNER, Mr. David Warlick
ZERIHOUN, Mr. Taye Brook
ZINOVIEFF, Mr. Michael

2. Promotion from the register will be authorized by the Director of Personnel to the extent possible, depending on availability of posts. The latest date of implementation will be 30 June 1993, bearing in mind that the register year runs from 1 July 1992 to 30 June 1993. For those posts which were reclassified to higher levels in the context of the programme budget for 1992-1993 (General Assembly resolution 46/185 B, sect. II) departments/offices have been informed of the guidelines to be followed in such cases.

Recourse procedure

3. Staff members are reminded of the criteria for promotion, which include (a) performance; (b) academic training and professional qualifications and achievements; (c) linguistic proficiency; (d) supervisory abilities and leadership capabilities, as applicable; (e) guidelines and measures to improve the status of women; (f) seniority in grade and experience; and (g) record of mobility. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Board, he or she may write to the Chairperson of the Board, giving grounds for his or her belief. Such recourse letters in 16

copies must be submitted WITHIN ONE MONTH of the publication date of this circular and should be addressed to the Chairperson of the Appointment and Promotion Board through the Secretary of the Board and Committee, room S-2560.

5. Relevant information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

6. The Appointment and Promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General.